

Vacancy Announcement



American Consulate, Adana

SUBJECT: **Vacancy Announcement** **NUMBER:** **VA-2015/19** **DATE:** **September 1, 2015**

OPEN TO: All Interested Candidates

POSITION: Administrative Management Assistant
FSN-9 or appropriate training level

OPENING DATE FOR APPLICATIONS: Opening of business on September 1, 2015

CLOSING DATE FOR APPLICATIONS: Close of business on September 18, 2015

WORK HOURS: Full-time, 40 hours per week

SALARY: Ordinarily Resident (OR) Training Level: TL 74,152 - Full Performance Level: TL 82,773 p.a. (The salary is gross; deductions are made for the employee share for social security coverage and optional supplemental health benefits and tax is levied on any cash payment made by employer, including bonuses and allowances.)

If the applicants do not meet all the qualification requirements as announced, a trainee level may be established and the starting grade level may be lowered accordingly.

The U.S. Consulate in Adana, Turkey is seeking one individual for an Administrative Management Assistant working as a Refugee Program Management Specialist at the Population, Refugees and Migration (PRM) section.

NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.

BASIC FUNCTION OF THE POSITION:

The incumbent supports all substantive and administrative aspects of planning and implementing United States Government (USG) refugee assistance and resettlement policy in Turkey; coordinates closely with the Embassy Ankara Political Section, Consulate Istanbul Political Section, Resettlement Refugee Officer in Vienna; Mission Turkey Public Diplomacy offices, the Syria Transition Assistance Response Team, and PRM's Asia and Near East (ANE) and Europe,

Central Asia, and Americas Office (ECA) on all refugee issues, especially program management and policy issues.

A copy of the complete position description listing all duties and responsibilities is available in the Human Resources Office. Contact HR Office at (322) 455-4100.

QUALIFICATIONS REQUIRED:

NOTE: All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

Following are the minimum qualifications for the **FULL PERFORMANCE LEVEL** at **FSN-9**:

1. Education: A bachelor's degree in the field of social sciences, humanities, public administration or law is required.
2. Work Experience: Minimum FIVE YEARS of progressively responsible experience in humanitarian affairs, government, social services, or journalism is required. At least six months of experience with an international organization (IO), UN agency, non-governmental organization (NGO) or diplomatic mission is required.
3. Language: Level IV (Fluent) Speaking/Reading/Writing English, and Level III (Good Working Knowledge) Speaking/Reading/Writing Turkish and Arabic are required. Language proficiency will be tested.
4. Other Criteria: The incumbent must have a solid understanding of the economic, political, social and cultural characteristics of Turkey and the region; must have familiarity with refugee issues in the region, humanitarian affairs, the United Nations and NGOs; have knowledge, or the potential to acquire it, of USG and Turkish policy and practice relating to refugee affairs and assistance. The incumbent must have ability to work independently, take initiative and exercise good judgement; have ability to analyze and report on information on relevant refugee-related topics; write clearly in English and to perform simple translation of newspaper articles and diplomatic correspondence. The incumbent must have strong interpersonal skills, including ability to work productively with a variety of senior-level contacts; have willingness to carry out site visits throughout Turkey, security-permitting, to IO and NGO projects. The incumbent must be available to work on evenings, weekends, early mornings, U.S. and Turkish holidays, as needed.

Following are the minimum qualifications for the **TRAINING LEVEL** at **FSN-8**:

1. Education: A bachelor's degree in the field of social sciences, humanities, public administration or law is required.
2. Work Experience: Minimum FOUR YEARS of progressively responsible experience in humanitarian affairs, government, social services, or journalism is required. At least six months of experience with an international organization (IO), UN agency, non-governmental organization (NGO) or diplomatic mission is required.

3. Language: Level IV (Fluent) Speaking/Reading/Writing English, and Level III (Good Working Knowledge) Speaking/Reading/Writing Turkish and Arabic are required. Language proficiency will be tested.
4. Other Criteria: The incumbent must have a solid understanding of the economic, political, social and cultural characteristics of Turkey and the region; must have familiarity with refugee issues in the region, humanitarian affairs, the United Nations and NGOs; have the knowledge, or the potential to acquire it, of USG and Turkish policy and practice relating to refugee affairs and assistance. The incumbent must have ability to work independently, take initiative and exercise good judgement; have ability to analyze and report on information on relevant refugee-related topics; write clearly in English and to perform simple translation of newspaper articles and diplomatic correspondence. The incumbent must have strong interpersonal skills, including ability to work productively with a variety of senior-level contacts; have willingness to carry out site visits throughout Turkey, security-permitting, to IO and NGO projects. The incumbent must be available to work on evenings, weekends, early mornings, U.S. and Turkish holidays, as needed.

SELECTION PROCESS

When fully qualified, U.S. Citizen Eligible Family Members (USEFMs) and U.S. Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

USEFM and U.S. Veteran candidates generally have an equal preference in hiring; however, a U.S. Citizen EFM who is also a U.S. Veteran receives preference in hiring before all other preference candidates.

ADDITIONAL SELECTION CRITERIA:

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident (OR) employees with an Overall Summary Rating that is below 100 on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed U.S. Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
6. Military Service (for male applicants): Completion of compulsory military service is required.

TO APPLY

Interested candidates for this position must submit the following for consideration of the application:

1. Universal Application for Employment (UAE) as a Locally Employed Staff or Family Member (DS-174) that can be downloaded from http://adana.usconsulate.gov/job_opp.html
or
2. A current resume or curriculum vitae that provides the same information found on the UAE (see Appendix B); or
3. A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; plus
4. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional U.S. Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.
5. Any other documentation (e.g. copies of university diploma, ID card, driver's license, military discharge document, essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

Please note that the Human Resources Office no longer accepts applications delivered to the U.S. Embassy in person. All applications must be submitted via e-mail, fax, or mail. If the application is sent via e-mail, applicants should receive a confirmation e-mail which states that the application was received by the Human Resources Office. Applicants should contact the Recruitment Assistant (see the contact information below), if they do not receive an auto reply confirming receipt of their application.

E-MAIL, FAX OR MAIL APPLICATION TO:

Human Resources Office

Attention: Recruitment Assistant

American Consulate

Güzelevler Mahallesi, Girne Bulvarı No. 212

01310 Yüreğir, Adana

Telephone: (0090) (322) 455-4100

Fax: (0090) (322) 455-4141

E-mail: AdanaHRO@state.gov

Please note: Short listing and interviews are normally completed within six weeks of the closing date. Please assume that your application has been unsuccessful if you have not heard from us within six weeks of the closing date.

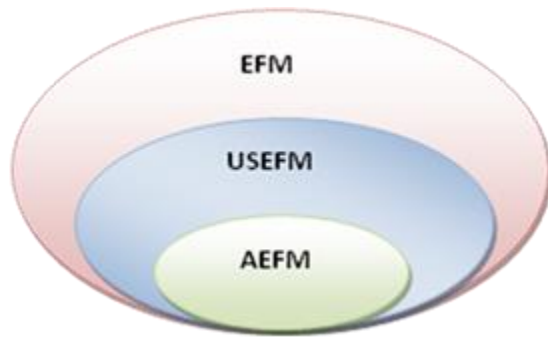
CLOSING DATE FOR THIS POSITION: CLOSE OF BUSINESS ON SEPTEMBER 18, 2015

The U.S. Mission in Turkey provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such

complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Appendix A DEFINITIONS



This diagram demonstrates how an Appointment Eligible Family Member (AEFM) is also a U.S.- citizen Eligible Family Member (USEFM) as well as an Eligible Family Member (EFM).

1. **Eligible Family Member (EFM):** An individual related to a U.S. Government employee in one of the following ways:
 - Spouse or same-sex domestic partner (as defined in 3 FAM 1610);
 - Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
 - Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
 - Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.
2. **U.S. Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:
 - U.S. Citizen; and,
 - EFM (see above) at least 18 years old; and,
 - Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:
 - Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
 - Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.
3. **Appointment Eligible Family Member (AEFM):** EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:
 - Is a U.S. citizen; and

- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
 - Is listed on the travel orders or approved Form OF-126, Foreign Service Residence and Dependency Report, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; and
 - Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
 - Does not receive a Foreign Service or Civil Service annuity
4. **Member of Household (MOH):** An individual who accompanies a direct-hire Foreign Service, Civil Service, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:
- Not an EFM; and,
 - Not on the travel orders of the sponsoring employee; and,
 - Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, and other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a U.S. Citizen.

5. **Not Ordinarily Resident (NOR):** An individual who:
- Is not a citizen of the host country; and,
 - Does not ordinarily reside in the host country; and,
 - Is not subject to host country employment and tax laws; and,
 - Has a U.S. Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

6. **Ordinarily Resident (OR):** A Foreign National or U.S. citizen who:
- Is locally resident; and,
 - Has legal, permanent resident status within the host country; and,
 - Is subject to host country employment and tax laws.

EFMs without U.S. Social Security Numbers are also OR. All OR employees, including U.S. citizens, are compensated in accordance with the Local Compensation Plan (LCP).

Appendix B

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.

Failure to do so will result in an incomplete application.

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number (if known)
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Current Address, Day, Evening, and Cell phone numbers
- G. U.S. Citizenship Status (Yes or No) & status of permanent U.S. Resident (Yes or No; if yes, provide number)
- H. U.S. Social Security Number and/or Identification Number
- I. Eligibility to work in the country (Yes or No)
- J. Special Accommodations the Mission needs to provide (Yes or No; if yes, provide explanation)
- K. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class/Type
- L. Days available to work
- M. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- N. U.S. Eligible Family Member and Veterans Hiring Preference
- O. Education
- P. License, Skills, Training, Membership, & Recognition
- Q. Language Skills
- R. Work Experience
- S. References